

File Misc 2D

Accounting

Allowance

Meeting of Finance Division With Task Force Group

April 23, 1951 - 3:00 P.M.

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What the Task Group tried to do, what they have done and discussion of problems. Mr. [] stated that the Task Group was set up by Mr. [] for the purpose of bringing up administrative problems in the covert offices. Papers have already been submitted on the following problems:

1. Definition of employees and agents.
2. Per diem policy.
3. Leave policy. The committee adopted approximately the same policy as was in effect, that is, that the leave policy shall be adapted to the cover.
4. Military Travel and Allowances. There is a new military policy to the effect that military personnel can be paid travel and allowances either in accordance with military regulations or else in conformance with that of the agency to which they are assigned. It was adopted that they will receive travel and allowances in accordance with the civilian policy of the agency.
5. Social Security and Civil Service Retirement. The problem is whether the agency should allow staff employees, staff agents and agents who were placed under civilian cover and went under Social Security, but who are also under Civil Service Retirement, to enjoy the benefits of both the Civil Service Retirement and Social Security at the same time. They probably could and should, but this must be checked with Social Security and Civil Service Retirement Commission.

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SEE REVERSE FOR DECLASSIFICATION ACTION

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10. The directors of the two covert offices were asked what their operational security standards were. The Task Group has received no answer to date.

The following are the problems and suggestions which were discussed with the Task Group:

1. Indoctrination and training of new employees in operations as applies to finance.

Difficulties Encountered:

- a. Tremendous rotation of personnel, especially in OPC.
- b. OPC is using the line approach instead of the staff approach in their organizational set-up.
- c. Limited amount of information available.

Recommendations:

- a. OPC change its concepts and procedures in handling projects, and name a person to be a primary contact point.
- b. Attempt some type of training program for officials on the higher levels.
- c. Personnel handling finance be required to read the Confidential Funds regulations.
- d. A handbook be prepared in narrative form and made available to contract and staff employees. Finance Division can give OPC the information and then OPC can prepare the handbook in layman's language.
- e. The immediate problem is to be remedied by lectures given by the Finance Division. [] is working on an indoctrination course, 25X1A9A

2. How the Confidential Funds Regulations should be changed and clarified.

- a. Format of the regulations.
- b. Many of the titles in the present regulations are now obsolete.
- c. Use the Standard Government Travel Regulations. Many provisions in our regulations, such as taxi fares, etc. are stricter in the present regulations than the laws governing them.
- d. Eliminate the use of negative type statements presently required on some documents.
- e. Use of certificates where receipts are not available. It was decided that the elimination of the requirement for individual certificates would result in the loss of a great deal of control if only one general certificate was required to cover the entire station accounting. However, on individual accountings one certificate is sufficient.
- f. The present Confidential Funds regulations contain almost no coverage on agents. The Task Group is preparing a chapter on agents which will set forth all the possible benefits which can be granted each specific class of agents. The contract will remain the basic document and the regulations will outline a list of principles which the contract can allow.

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3. Distribution of Regulations.

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a. Mr. [] recommended that we issue our own regulations instead of referring to all the various regulations and administrative decisions to arrive at an answer. It was decided that this would not be practicable at the present time due to the personnel problem.

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b. That distribution [] be made of the regulations we are presently following. Mr. [] stated that they are attempting to obtain a statement of policy regarding the establishment of a distribution center. It will not be sufficiently large to write regulations, but it could possibly be a central point for editing and publishing regulations in addition to making distribution []

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4. Requirement of Written Contracts on all Agents hired in the Field.

Problems presented:

- a. Should there be a written contract on every individual hired in the field?
- b. Should the Finance Division get copies of such contracts?
- c. Where these contracts should be filed.

Recommendations were to the effect that:

- a. There should be written contracts on agents hired in the field, and a record should be maintained of the commitments made by this agency.
- b. Principles should be established setting forth what can be authorized in such contracts, and the Chief of Station should record any obligations he has made.
- c. Contracts should be filed in operations with pertinent information extracted. The manner of checking these contracts could be through the finance officer in the field.

5. Travel Regulations.

- a. Some difficulty has been encountered concerning [] military personnel in travel status. It was suggested that in the future military personnel be transferred PCS to this agency in Washington and from there on they will be governed by the agency allowances.

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